**Excerpt from the Rules for student mobility for studies at the University of Szczecin (US) within
the Erasmus+ programme, Learning Mobility: Programme Countries in the academic year 2020/2021**

IV. Joining the Erasmus+ programme, mobility for studies (scholarship agreement)

24. A person qualified for the mobility becomes a formal beneficiary of the Erasmus+ programme, mobility for studies, by signing a scholarship agreement. The agreement is the basis for transferring the grant to the bank account of which number was given in the DreamApply application form.
The agreement specifies the monthly rate and total amount of the grant received, the dates of stay, the period of financing, and the mutual obligations of the student and the home university. Approved Learning Agreement for Studies is an integral part of the scholarship agreement.

25. The conditions for signing the scholarship agreement are as follow~~s~~:

* sending of application forms by the qualified person to the partner university
* delivering to the International Office the original copy of **the Learning Agreement for Studies part BEFORE THE MOBILITY** approved by the home faculty or Doctoral School of the US **and the annex to the Learning Agreement if applicable**. The Learning Agreement should be signed
by the student/ doctoral student and approved by **the coordinator for international exchange
and the deputy dean for student affairs/ rector's proxy for doctoral studies** in case of persons **studying at the US faculties** or by **the coordinator of the Doctoral School for international exchange** **and deputy director of the Doctoral School of the US** in case of persons studying
at the Doctoral School of the US.

**The minimum number of ECTS credits allowing the Learning Agreement to be approved is 18 ECTS credits for courses/components realised at the host university and 18 ECTS credits for courses/components recognised in the US (applies to Bachelor’s and Master’s degree students, not to doctoral students). The annex to the Learning Agreement includes all courses/components realised at the host university and not recognised at the US
and/or courses/components additionally required beyond the Learning Agreement to complete the semester at the US.** It is recommended that students/doctoral students leave 1 copy
of the Learning Agreement at the Dean's Office of their faculties.

* **uploading scans of the following documents into the DreamApply system:**
* **consent of the home faculty/Doctoral School of the US to go abroad.** The condition
for the mobility is to obtain the consent of the dean's authorities (Bachelor’s and Master’s degree students)/ rector's proxy for doctoral studies (doctoral students)/director of the Doctoral School of the US, for which one can apply after a successful examination session preceding the exchange semester. Students/doctoral students attending seminars should also inform the supervisors about their semester abroad and agree the way of mutual contact and completion of the seminar. Students/doctoral students are also required to agree on how to complete any curriculum differences.
* **acceptance letter/mail from the host university confirming acceptance of the student’s application**,
* **documents confirming the required insurance coverage**. Compulsory health insurance, accident insurance including medical transport, and liability insurance,
* **Learning Agreement for Studies** part BEFORE THE MOBILITY approved by the home faculty/Doctoral School of the US and the host university (and**, the annex to the Learning Agreement, if applicable**).

26. Before departure the student/doctoral student is obliged to take a language test in the Online Linguistic Support (OLS) platform.

27. The scholarship agreement related to mobility for studies is concluded for the period of study indicated in the agreement with the partner university, i. e. one semester or two semesters
(1 academic year). **A person who has applied for ~~a~~ one semester stay within the two-semesters-agreement signs a scholarship agreement for one semester.**

VI. Extension of the mobility

31. The student/doctoral student obtains the consent of the partner university to extend his/her stay **(ERASMUS+ studies extension form: programme country student)**.

32. The student/doctoral student shall upload scans of the following documents in the DreamApply system one month before the end date of the scholarship stay specified in the scholarship agreement and no later than 30 November 2020:

- the **ERASMUS+ studies extension form**: programme country student completed, signed by the student/doctoral student and accepted by the host institution

- the **Learning Agreement "DURING THE MOBILITY"** (and the annex to the Learning Agreement, if applicable) signed by the student/doctoral student and accepted by the host institution

**and shall inform by e-mail the contact person in the International Office in charge of Erasmus+ mobility for studies: programme countries and the relevant coordinator for international exchange or the coordinator of the Doctoral School for international exchange.**

33. Within 5 working days of receipt of the e-mail, the coordinator shall approve the form and the Learning Agreement, part "DURING THE MOBILITY" and the annex, if applicable, and submit the documents for approval to the deputy dean for student affairs / rector's proxy for doctoral studies / deputy director of the Doctoral School of the US, and after obtaining approval, sends the form and approved Learning Agreement, part "DURING THE MOBILITY" and the annex, if applicable, to the International Office by internal mail.

34. Upon receipt of the approved documents, the International Office uploads scans of the following documents to the DreamApply system:

- confirmation in English concerning extension of the mobility

- confirmation to the National Health Fund (NFZ) to extend the validity of the insurance/ EHIC

- the Learning Agreement with signatures of the relevant coordinator/deputy dean/ rector's proxy/ deputy director of the Doctoral School of the US.

35. The student/doctoral student renews the insurance and uploads into the DreamApply system a scan of the EHIC/insurance policy of equivalent scope and a scan of a document confirming accident insurance and liability insurance for the extended period of study and notifies by e-mail the contact person in the International Office in charge of Erasmus+ mobility for studies: programme countries.

36. The International Office sends by e-mail to the student/doctoral student an annex to the scholarship agreement concerning the extension of the mobility.

37. The student sends back the signed annex to the scholarship agreement in two identical copies to the International Office (original document).

38. A student who extends his or her mobility does not receive a scholarship for the extended period of study. The funding may be granted if there is a financial reserve of funds received from the National Agency for the Erasmus+ Programme or if the University of Szczecin obtains additional funds, in accordance with the principle of equal treatment of all students.

VII. Final formalities

39. Within two weeks after the end of the mobility period abroad a student / doctoral student is obliged to provide the following documents to the International Office:

- the Learning Agreement for Studies, part "BEFORE THE MOBILITY" approved (signed) by the home faculty and the host university and, if applicable, the annex to the Learning Agreement - **original** document,

- the Learning Agreement for Studies, part "DURING THE MOBILITY, changes to the original Learning Agreement" approved (signed) by the home faculty and the host university, if applicable - **original** document,

- the Learning Agreement for Studies: "Section to be completed AFTER THE MOBILITY" (Table C) approved by the host institution (including a list of grades and dates of the mobility) - **original** document, or (optionally, issued as separate documents by the host university – scanned copies)

**- Certificate of attendance at the host university** with the start and end dates of the mobility – a scan uploaded into the DreamApply system and **Transcript of Records** corresponding to the list of courses approved in the Learning Agreement (final study programme approved by the University of Szczecin) – a scan uploaded into the DreamApply system

- the Learning Agreement for Studies: "Section to be completed AFTER THE MOBILITY" (Table D) **approved by the home faculty** (part: **recognition**) - **original** document.

40. The student/doctoral student is also obliged to fill in an on-line survey concerning the mobility in the Mobility Tool+ (Mt+) system and to take a second language test in the Online Linguistic Support (OLS) platform after completing the mobility. **Persons who achieved a result C2 in the first OLS language test (before mobility) are exempt from taking a second language test (after mobility).**

41. A student/doctoral student returning from a mobility period abroad is also obliged to contact the coordinators at the home faculty and to complete the formalities at the University of Szczecin in order to have the credits recognized.

42. Recognition of students' mobility period abroad as equivalent to study period at their home institution is done in accordance with the Regulations of studies at the University of Szczecin.

43. The start date of the mobility recognized and accounted for financial settlement by the University of Szczecin cannot be earlier than the date of signing of the scholarship agreement by student/doctoral student.